

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Morgan County Housing Authority

PHA Number: IL 79

PHA Fiscal Year Beginning: (July, 2000)

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies: By 10%
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 88% or above
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units: Project wide
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☒ Implement public housing site-based waiting lists: For all developments
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements: Reduce measurable crime by 20%
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

- Create a “Campus of Learning” at Walnut Terrace by renovating empty apartments into classrooms for School District #117, Pre-Kg Early Years Program.
- On the Job Training for public housing residents in our Basic Building Maintenance Program.
- Police Call Back Services - targeting gang, drug and violent criminal activity in Beat Three with Directed Preventative Patrols.
- Modernize Walnut Terrace Dwelling Units.
- Enhance resident and public parking project wide.
- Convert 20-1 bedroom apartments into 10-2 bedroom units

In summary, we are on course to improve the condition of affordable housing in Morgan County.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

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Annual Plan

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- ii. Table of Contents
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 - 11. Homeownership
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 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
√	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
√	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
√	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
√	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
√	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
√	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
√	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
√	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
√	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
√	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	15007 6	5	3	4	5	2	5
Income >30% but <=50% of AMI	11221 6	4	2	3	5	2	5
Income >50% but <80% of AMI	13414 12	4	1	2	4	2	5
Elderly 5932	3	5	5	5	5	1	5
Families with Disabilities	4692 3	4	4	4	5	2	5
White/ Non Hispanic	14895 22	4	3	3	2	2	5
African-American /Non Hispanic	33514 2	5	5	4	4	3	5
Hispanic	22343	5	5	4	4	3	5
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 98
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Waiting list 1999

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	24		8
Extremely low income <=30% AMI	6	2.5	
Very low income (>30% but <=50% AMI)	6	2.5	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	12	5.0	
Families with children	19	9.1	
Elderly families	3	1.3	
Families with Disabilities	3	1.3	
White/ Non Hispanic	22	9.2	
African-American /Non Hispanic	2	.8	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR			
2 BR	8 elderly		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

The only waiting list we have are for elderly couples wanting 2 bedroom apartments. We have a number of vacancies at our Beecher High Rise. These are all one bedroom apartments. Changing 20-1 bedroom apartments into 10-2 bedroom apartments would meet the needs of these families.

One of our low – income family developments has a reputation as a problem area. Creating a “Campus of Learning” by converting empty apartments for use as a day care center, classroom and Lending Library for the School District would help to change public opinion and hopefully increase our appeal to those families who have a housing problem.

We also intend to enhance our Job Training Program and police “Call Back Services” in an effort to reduce crime and increase our resident’s employability.

Of course none of these activities can be carried out without HUD assistance. Our ongoing modernization program has improved our properties curb-side appeal and long term viability.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing

- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
Renovate existing PHA units through C.G.P.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
Convert 20-1 bedroom apartments into 10-2 bedroom units

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government

- ☐ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other: (list below)
- Results of consultation with local School District
- PHA waiting list

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$365,168.	Operations/security/support services
b) Public Housing Capital Fund	\$893,200.	Capital improvements
c) HOPE VI Revitalization	_____	
d) HOPE VI Demolition	_____	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$596,260.	Tenant based assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	_____	
g) Resident Opportunity and Self- Sufficiency Grants	_____	
h) Community Development Block Grant	_____	
i) HOME	_____	
Other Federal Grants (list below)	_____	
2. Prior Year Federal Grants (unobligated funds only) (list below)	_____	
3. Public Housing Dwelling Rental Income	\$375,370.	Operations/security/support services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	_____	
4. Non-federal sources (list below)	_____	
Total resources	\$2,229,998.	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of _____ being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: Intake

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other: Credit-able to have utilities in their name

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☒ Other: Date and time

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 4

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
- If yes, how many lists?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
- If yes, how many lists? All

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or more

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence

- ☒ Substandard housing
- ☐ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other: Past and present landlords – name & address, phone number, if available

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: If repairs are taking longer or availability is scarce

(4) Admissions Preferences

- a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☐ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence

- 3 Substandard housing
Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability
- 4 Veterans and veterans' families
- 4 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Elderly/disabled – no income families

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
\$5.00 fixed rent for residents temporarily in nursing home, that all income goes to nursing home care.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
 - ☒ Yes for all developments
 - ☐ Yes but only for some developments
 - ☐ No
2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☒ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Used ceiling rents

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	385	20
Section 8 Vouchers	126	8

Section 8 Certificates	28	4
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Maintenance Policy Plan, Admin Plan, PHA Admin Plan

- Admissions and Continued Occupancy Policy
- Blood Born Disease Policy
- Capitalization Policy
- Community Space Policy
- Check Signing Policy
- Criminal Records Management Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Hazardous Materials Policy
- Investment Policy
- Maintenance Policy
- Natural Disaster Policy
- Personnel Policy
- Procurement Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement is provided below:

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (FFY 2000)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	60,000.
3	1408 Management Improvements	85,000.
4	1410 Administration	5,000.

Table Library

5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	45,000.
8	1440	Site Acquisition	
9	1450	Site Improvement	74,000.
10	1460	Dwelling Structures	621,200.
11	1465.1	Dwelling Equipment-Non-expendable	
12	1470	Non-dwelling Structures	
13	1475	Non-dwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	3,000.
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		893,200.
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		30,000.
24	Amount of line 20 Related to Energy Conservation Measures		

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<u>IL06P079001</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	2,430.
<u>WALNUT</u>			
<u>TERRACE</u>	New parking lot	1450.	13,557.
	Renovate 6 apartments for School District #117 Pre-Kg and transitional housing with MCS/FSS	1460.	601,200.
<u>IL06P079002</u>			
<u>VAS HOMES</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	3,375.

<u>IL06P079002</u> <u>BEECHER HIGH RISE</u>	New parking lot at Beecher High Rise	1450.	14,000.
	Convert 20-1 bedroom apartment to 10-2 bedroom apartments	1460.	20,000.
<u>BEECHER/</u> <u>COTTAGES</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	8,365.
<u>IL06P079003</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	4,767.
<u>TURNER</u> <u>HI_RISE</u>	New parking lots(2)	1450.	23,686.
<u>IL06P079006</u> <u>MI-DD</u> <u>SCATTERED</u> <u>SITES</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	3,820.
<u>PHA WIDE</u>	<u>Operations</u> PHA costs associated with CGP	1406.	60,000.
	<u>Management Improvements</u> Basic Building Maintenance Job Training Program	1408.	55,000.
	Security – Police Call-Back services	1408.	30,000.
	<u>Administration</u> Partial salaries for administering the CGP	1410.	5,000.
Annual Statement Capital Fund Program	(CFP) Part II: Supporting Table		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Table Library

<u>PHA WIDE</u>	<u>A & E</u> Hire architect and engineer for design work	1430.	45,000.
	<u>Relocation Costs</u> Costs associated to the relocation of residents due to work	1495.1	3,000.

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<u>IL06P079001</u> <u>WALNUT</u> <u>TERRACE</u>	06/30/02	09/30/02
<u>PHA WIDE</u> Site Improvement	06/30/02	09/30/02

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(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below:

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-001	Walnut Terrace	27	43%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Complete Dwelling Unit upgrade of kitchens, cabinets, bathrooms, interior and exterior doors, laundry room with dryer 220 circuit and vent.			\$679,940.	01
Total estimated cost over next 5 years			\$679,940.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL79-002	Beecher Hi-Rise	30	20%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Upgrade mechanical room’s electrical system, make-up air system. Replace old exhaust system, replace service sink, faucets, section of leaking pipe and provide generator and transfer switch. Upgrade Beecher laundry room Upgrade Bread of Love room Add fire recall and heat detectors @ elevator Replace entry doors on Dwelling Units Replace kitchen countertops Install grease shields Add range hoods			03
			\$130,000.
			13,000.
			20,900.
			35,000.
			04
			59,200.
			85,500.
			11,100.
			51,800.
Total estimated cost over next 5 years			\$406,500.

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-002	Beecher Cottages	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace kitchen countertops, add grease shields and refinish wall and base cabinets.			\$128,900.	04
Total estimated cost over next 5 years			\$128,900.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-002	Vas Homes	11	28%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace windows in Dwelling Units			\$172,740.	04
Total estimated cost over next 5 years			\$172,740.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables							
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development				
IL79-003	Turner Hi-Rise	7	7%				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)			
Dwelling Unit upgrades of kitchens and bathrooms Replace water heater in Dwelling Units Replace Dwelling Unit windows with a/c sleeves Install air conditioners <u>Complete upgrade of interior garbage area and mechanical systems:</u> Replace damaged concrete walk Replace wall hydrants with antisiphon type Revise door swing Replace make-up air system Install panic devices and smoke detectors Replace door and provide breaker at service sink Upgrade laundry room Install GFCI at sink, convert multizone system to VAV system; replace faucet in Community Room Replace door and provide sprinklers and make-up air unit in garbage collection area Install back-up generator and transfer switch Tuck-point exterior of building			\$667,900.	02			
			15,000.				
			160,000.	03			
			57,520.				
			6,000.				
			1,000.				
			480.				
			6,000.				
			15,000.				
			6,000.				
			7,000.				
			10,000.				
			9,000.				
			65,000.				
			137,200.				
			Total estimated cost over next 5 years			\$1,163,100.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-006	MI-DD Scattered Sites	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements Public entrance upgrades Public restroom upgrades Upgrade laundry rooms Community Room upgrades Mechanical room upgrades Mechanical system upgrades Upgrade Dwelling Units (41 units – cost per unit = \$3,413.) =			\$33,050.	04
			300.	
			1,080.	
			1,590.	
			920.	
			753.	
			3,097.	
			139,923.	
Total estimated cost over next 5 years			\$180,713.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL79-001,002,003,006	PHA wide	75	16..97%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	01-04 running concurrentl
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	66,760.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	63,800.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	67,600.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	56,747.	
Administration - Partial Salaries for administering CGP	5,000.	
Total estimated cost over next 5 years	\$840,907.	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each

development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Beecher High Rise and Beecher Cottages
1b. Development (project) number: IL 79-2
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(7/30/97)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 196
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202

of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

- 1a. Development name:
1b. Development (project) number:

2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☒ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☒ Preference in admission to section 8 for certain public housing families

- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Parent House				
Pre-Kg				
Head Start				
YMCA Out Reach				
Camp Hope				
Basic Building Maintenance				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	

Section 8	0	
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- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:
We are required to maintain or provide FSS.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Walnut Terrace IL 79-1
VAS Homes IL 79-2

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
Police "Call Back Services"

2. Which developments are most affected?
Walnut Terrace IL 79-1
VAS Homes IL 79-2

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☒ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance

- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Region 4 non-metro
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The Beecher High Rise and Cottages, Project IL 79-2 have been designated elderly/disabled only.

We are modernizing our low-income family developments making them available to families in need.

We are targeting the extremely low-income , < 30% AMI, in both our PHA and Section 8 programs.

We are focusing on job training, self-sufficiency activities for our low-income families.
 - ☐ Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

The IHDA has certified that our Agency Plan is consistent with the State of Illinois Consolidated Plan.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (FFY 2000)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	60,000.
3	1408 Management Improvements	85,000.
4	1410 Administration	5,000.
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	45,000.
8	1440 Site Acquisition	
9	1450 Site Improvement	74,000.
10	1460 Dwelling Structures	621,200.
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	3,000.
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	893,200.
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	30,000.
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<u>IL06P079001</u> <u>WALNUT</u> <u>TERRACE</u>	Upgrade existing parking areas (patch/sealcoat)	1450.	2,430.
	New parking lot	1450.	13,557.
	Renovate 6 apartments for School Dist. #117 Pre-Kg and transitional housing with MCS/FSS	1460.	601,200.
<u>IL06P079002</u> <u>VAS HOMES</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	3,375.
<u>IL06P079002</u> <u>BEECHER HIGH RISE</u>	Convert 20-1 bedroom apartments into 10-2 bedroom apartments	1460.	20,000.
		1450.	14,000.
<u>BEECHER/</u> <u>COTTAGES</u>	New parking lot at Beecher High Rise	1450.	8,365.
	Upgrade existing parking areas (patch/seal-coat		
<u>IL06P079003</u> <u>TURNER</u> <u>HI_RISE</u>	Upgrade existing parking areas (patch/seal-coat)	1450.	4,767.
	New parking lots(2)	1450.	23,686.
<u>IL06P079006</u> <u>MI-DD</u> <u>SCATTERED</u> <u>SITES</u>	Upgrade existing parking areas (patch/seal-coat	1450.	3,820.

<u>PHA WIDE</u>	<u>Operations</u> PHA costs associated with CGP	1406.	60,000.
	<u>Management Improvements</u> Basic Building Maintenance Job	1408.	55,000.
	Training Program	1408.	30,000.
	Security – Police Call-Back services		
	<u>Administration</u> Partial salaries for administering the CGP	1410.	5,000.
Annual Statement Capital Fund Program	(CFP) Part II: Supporting Table		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<u>PHA WIDE</u>	<u>A & E</u> Hire architect and engineer for design work	1430.	45,000.
	<u>Relocation Costs</u> Costs associated to the relocation of residents due to work	1495.1	3,000.

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Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<u>IL06P079001</u> <u>WALNUT</u> <u>TERRACE</u>	06/30/02	09/30/02
<u>PHA WIDE</u> Site Improvement	06/30/02	09/30/02

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-001	Walnut Terrace	27	43%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Complete Dwelling Unit upgrade of kitchens, cabinets, bathrooms, interior and exterior doors, laundry room with dryer 220 circuit and vent.			\$679,940.	01
Total estimated cost over next 5 years			\$679,940.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-002	Beecher Hi-Rise	30	20%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade mechanical room’s electrical system, make-up air system. Replace old exhaust system, replace service sink, faucets, section of leaking pipe and provide generator and transfer switch. Upgrade Beecher laundry room Upgrade Bread of Love room Add fire recall and heat detectors @ elevator Replace entry doors on Dwelling Units Replace kitchen countertops Install grease shields Add range hoods			\$130,000.	03
			13,000.	
			20,900.	
			35,000.	
			59,200.	04
			85,500.	
			11,100.	
			51,800.	

Total estimated cost over next 5 years	\$406,500.	
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Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-002	Beecher Cottages	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace kitchen countertops, add grease shields and refinish wall and base cabinets.			\$128,900.	04
Total estimated cost over next 5 years			\$128,900.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-002	Vas Homes	11	28%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace windows in Dwelling Units			\$172,740.	04
Total estimated cost over next 5 years			\$172,740.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-003	Turner Hi-Rise	7	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Dwelling Unit upgrades of kitchens and bathrooms	\$667,900.	02
Replace water heater in Dwelling Units	15,000.	
Replace Dwelling Unit windows with a/c sleeves	160,000.	03
Install air conditioners	57,520.	
<u>Complete upgrade of interior garbage area and mechanical systems:</u>		
Replace damaged concrete walk	6,000.	
Replace wall hydrants with antisiphon type	1,000.	
Revise door swing	480.	
Replace make-up air system	6,000.	
Install panic devices and smoke detectors	15,000.	
Replace door and provide breaker at service sink	6,000.	
Upgrade laundry room	7,000.	
Install GFCI at sink, convert multizone system to VAV system; replace faucet in Community Room	10,000.	
Replace door and provide sprinklers and make-up air unit in garbage collection area	9,000.	
Install back-up generator and transfer switch	65,000.	
Tuck-point exterior of building	137,200.	
Total estimated cost over next 5 years	\$1,163,100.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

IL79-006	MI-DD Scattered Sites	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements Public entrance upgrades Public restroom upgrades Upgrade laundry rooms Community Room upgrades Mechanical room upgrades Mechanical system upgrades Upgrade Dwelling Units (41 units – cost per unit = \$3,413.)			\$33,050. 300. 1,080. 1,590. 920. 753. 3,097. 139,923.	04
Total estimated cost over next 5 years			\$180,713.	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL79-001,002,003,006	PHA wide	75	16.97%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	01 running concurrently
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	66,760.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	63,800.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	67,600.	
Administration - Partial Salaries for administering CGP	5,000.	
Project Unique/Basic Building Maintenance Program Resident Job Training	\$55,500.	
Security/Police Call-Back Services	30,000.	
Relocation Costs	16,000.	
A & E Costs – BLDD & KM2 Design	40,000.	
Operations – 10% of Physical Improvements subtotal	56,747.	
Administration - Partial Salaries for administering CGP	5,000.	

Table Library

Total estimated cost over next 5 years	\$840,907.	
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Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management	
Development Identification	Activity Description

Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

CAPITAL IMPROVEMENT PLAN

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached HUD forms are our Plan. The needs we currently have greatly exceed the resources we have to meet these needs. The prioritization decisions we have made were extremely difficult to make, but are in the best interest of our residents and the community.

This Plan is based on the best information that was available to the Morgan County Housing Authority at the time we prepared the Plan. Unfortunately, we were not notified of the exact amount of Capital Funds that will be available for our use in the affected fiscal year. When exact information is received, we may need to make required revisions to this Plan.

EXECUTIVE SUMMARY

The Morgan County Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Morgan County Housing Authority.

The mission of the Morgan County Housing Authority is the same as that of the Department of Housing and Urban Development: To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

We have also adopted the following goals and objectives for the next five years.

Goal One: Increase the availability of decent, safe and affordable housing.

Objectives:

1. Reduce public housing vacancies by 10% by December 31, 2004.
2. Improve public housing management becoming a high performer by December 31, 2004.
3. Renovate and/or modernize public housing project wide.

Goal Two: Improve community quality of life and economic vitality.

Objectives:

1. Implement public housing security improvements to reduce crime rates so that they are less than the surrounding neighborhood by December 31, 2004.
2. The Morgan County Housing Authority will refine our Memorandum of Understanding with the Jacksonville Police Department to better define the “edge problem” of crime that occurs near our developments and develop strategies for identifying and reducing this problem.
3. The Morgan County Housing Authority will reduce evictions due to violations of criminal laws through aggressive screening procedures by December 31, 2004.

Goal Three: Promote self-sufficiency and asset development of families and individuals.

1. Provide or attract supportive services to improve assistance recipients employability and self-sufficiency.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- Create a “Campus of Learning” at Walnut Terrace by renovating empty apartments into classrooms for School District #117, Pre-Kg Early Years Program.
- On the Job Training for public housing residents in our Basic Building Maintenance Program.
- Police Call Back Services - targeting gang, drug and violent criminal activity in Beat Three with Directed Preventative Patrols.
- Modernize Walnut Terrace Dwelling Units.
- Enhance resident and public parking project wide.
- Convert 20-1 bedroom apartments into 10-2 bedroom units

In summary, we are on course to improve the condition of affordable housing in Morgan County.

FIVE-YEAR PLAN

MISSION STATEMENT

The mission statement of the Morgan County Housing Authority is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

FIVE-YEAR GOALS

The goals and objectives adopted by the Morgan County Housing Authority are:

Goal One: Increase the availability of decent, safe and affordable housing.

Objectives:

1. Reduce public housing vacancies by 10% by December 31, 2004.
2. Improve public housing management becoming a high performer by December 31, 2004.
3. Renovate and/or modernize public housing units project wide.
4. Implement public housing site-based waiting lists for all developments.

Goal Two: Improve community quality of life and economic vitality.

Objectives:

1. Implement public housing security improvements to reduce crime rates so that they are less than the surrounding neighborhood by December 31, 2004.
2. The Morgan County Housing Authority will refine our Memorandum of Understanding with the Jacksonville Police Department to better define the “edge problem” of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

3. The Morgan County Housing Authority will reduce evictions due to violations of criminal laws through aggressive screening procedures by December 31, 2004.

Goal Three: Promote self-sufficiency and asset development of families and individuals.

Objectives:

1. Provide or attract supportive services to improve assistance recipients' employability and self-sufficiency.

STATEMENT OF APPROACH TO ASSET MANAGEMENT

The Morgan County Housing Authority defines asset management as the ability to manage our properties in a way that maximizes their potential to fulfill the mission of the Housing Authority. We are in the process of beginning to implement an asset management system. When completed it will include:

1. A system to profile and measure the performance of each property;
2. A system to determine the financial viability of each property;
3. A system to value the accomplishment of social objectives (i.e. the housing authority mission); and
4. A system for evaluating options for properties.

When these information and analysis systems are in place, we will be able to make decisions about the best use or disposition of our assets. By understanding the best community use of the property, the shelter and financial potential of the property, and the operating cost and performance profile of each property, the Morgan County Housing Authority will be able to make decisions about how to use our property to best serve the needs of our community, residents, and agency. In a worse case scenario, it will help us decide if we need to demolish and/or dispose of all or part of a property and how to replace these units. Our system of analysis will include these steps:

STEP ONE -- DETERMINE THE TARGET POPULATION FOR THE PROPERTY.

Given the community's housing needs as articulated in the Consolidated Plan for our jurisdiction, what are the greatest housing needs in our community? What populations are not being adequately served by the private market? We will review demographics and waiting list information to make these decisions. Depending on the property and the composition of the community we can target working families, the elderly, the frail elderly, people with disabilities, or families needing supportive services. Different populations may be most suited to different properties.

STEP TWO -- DETERMINE IF THE PROPERTIES ARE ABLE TO SERVE THE IDENTIFIED NEED.

There are three aspects to this point -- are there enough units to serve the need, are those units physically and structurally sound, and do the units include the amenities required to compete successfully for residents?

If there is an unmet need, the Morgan County Housing Authority may seek development partners or attempt to acquire additional units to meet the need. If property is not physically adequate to house the population, we will perform a physical needs assessment to determine whether capital improvements or retrofitting is required to make the property suitable.

There is one other possible situation: It is possible that there are more units available than are required to

accommodate the target population. If this is the case we will seek the best use for these units.

STEP THREE -- COMPLETE A NEIGHBORHOOD STUDY.

An analysis of the surrounding neighborhood will also provide important information about the potential market for the property. If the surrounding neighborhood is experiencing decline or crime problems, these must be taken into consideration before any decision is made about making a capital investment in the property.

STEP FOUR -- DETERMINE THE CURRENT COST OF OPERATING THE PROPERTY.

The Morgan County Housing Authority must understand how much work is required to keep the property operating at an acceptable standard. Also, examine the amenities the property offers. Are the amenities appropriate and cost-effective? This is the first step to understanding the financial stability of the property.

STEP FIVE -- DETERMINE THE POTENTIAL INCOME THE PROPERTY CAN PRODUCE GIVEN ITS BEST USE.

Considering full occupancy, how much rent and subsidy can be generated by each of our properties? By comparing this to the cost of operating the property we will gain significant information about the financial feasibility of our properties. It is likely that an accurate estimate of this cannot be made until the new rules for the operating fund are finalized.

STEP SIX -- DETERMINE THE COST OF ANY CAPITAL IMPROVEMENTS OR RETROFITTING REQUIRED TO EQUIP THE PROPERTY TO SERVE THE TARGET POPULATION.

What is the cost of any required rehabilitation or retrofitting? This amount must be factored into the income potential and operating cost of the property to determine if retrofitting this property is the best way to serve the identified need. Changes to the property might include the installation of air conditioning, conversion to handicapped accessible units, or elimination of efficiency units.

1. Convert ten one bedroom apartments at the Beecher High Rise to two Bedroom units.
2. Install ceiling fans, carpet and air conditioners at the Turner High Rise and Beecher High Rise apartments.
3. Enhance available parking at the Turner and Beecher High Rise apartments.

STEP SEVEN -- DETERMINE THE COST OF OPERATING THE REHABILITATED PROPERTY.

Will the cost of operating the property be different after improvements are made? If so, this must be factored into the decision making process.

STEP EIGHT -- COMPARE THE OPERATING COST TO THE POTENTIAL INCOME.

Regardless of the need for the housing, it must be financially feasible to operate the property. If the Morgan County Housing Authority has determined that a property can produce enough income to sustain itself, the use of the property for the targeted use will proceed. If a property cannot produce enough income to sustain itself and there is a need for the housing, we may decide to seek additional support from other properties in the portfolio or elsewhere in the community. This is reasonable if, in our opinion and the community's, there is great social value in operating the property.

If the social value of operating the property is not sufficient to justify the contribution of operating support from the rest of the portfolio, the Morgan County Housing Authority will seek disposition or alternate use for the property.

STEP NINE -- DETERMINE THE ABILITY OF THE PROPERTY TO GENERATE ADEQUATE FUNDS FOR AN OPERATING RESERVE.

An additional aspect of a property's ability to sustain itself financially is its ability to generate enough funds not only to pay its operating costs, but also to contribute to a replacement reserve. The Morgan County Housing Authority cannot estimate the need for an operating reserve until the rules for the new capital and operating funds have been finalized, but we do intend to continue our current practice of funding operating reserves.

In summary, the Morgan County Housing Authority intends to reinvent our public housing as we know it and move towards a more market-driven, private-oriented management system while retaining our responsibility to both our residents and the taxpayers.

NEEDS ASSESSMENT

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section from the Regional Data Supplement for Region 4 of our State of Illinois Consolidated Plan. It shows that the total number of households in Region 4 with any housing problems was 103,080 or 20%. Thirty-four percent of all renters had problems and 14% of owners. Among the 38,123 extremely low-income renters, 71% had problems of any kind, 70% had a cost burden, and 48% had a severe cost burden. Among the 25,801 very low-income renters, 59% had any housing problems, 56% had a cost burden, and 10% had a severe cost burden. For extremely low-income owners, 71% (17,967) had any housing problems, 70% had a cost burden and 42% had a severe cost burden. Among the 34,101 very low-income, 37% had any housing problems, 35% had a cost burden and 9% had a severe cost burden.

The incidence of overcrowded households in Region 4 for all renters was 2.4% while it was 21.1% for all large related renter households. Only .9% of all owner households were overcrowded.

The median household income for all the Region's counties ranged from \$20,445 to \$34,375; the median family income ranged from \$24,859 to \$38,390. There were 158,376 persons in poverty in the Region in 1989 or 12.3% of all persons for whom poverty status is determined. There were 33,651 families with income below the poverty level or 9.3% of all families in the Region.

The above information shows that there is a moderate to severe need for additional affordable housing resources in our Region. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was obtained from the State of Illinois Consolidated Plan Regional Data Supplement for Region 4 that includes Morgan County and from our public housing and Section 8 waiting lists.

The MORGAN COUNTY HOUSING AUTHORITY used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. However, our agency is part of an effort undertaken by the West Central Illinois Continuum of Care Consortium to address our jurisdiction's affordable housing needs. As stated above, the need for housing includes:

- (1) persons and families living in units with physical defects (lacking a complete kitchen or bath); or
- (2) persons and families living in overcrowded conditions (greater than 1.01 persons/room; or
- (3) persons and families cost burdened (paying more than 30 percent of income for housing including utilities). Severely cost burdened means that the person or family is paying more than 50% of their income for housing including utilities.

The elderly, mentally ill and disabled, minorities, homeless and large families always bear a greater housing need.

While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help add to the affordable housing available in our community. We intend to work with the West Central Illinois Continuum of Care Consortium to try to meet the needs identified above.

This year, we expect to receive \$1,866,005.00 for our existing programs. We will continue to use these resources to house people. At this time we do not intend to apply for any additional funds for new housing. We have a number of vacancies we are trying to fill. We have scored poorly on our PHMAP as a result of these vacancies. We intend to use our existing funds to improve our properties curbside appeal and make us more competitive in our community. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may also change over the coming year if there are program changes beyond our control.

ANALYSIS OF THE PUBLIC HOUSING WAITING LIST

Total Number of Families on the Waiting List	20
Bedroom Breakdown:	
One Bedroom Applicants	11
Two Bedroom Applicants	7
Three Bedroom Applicants	1
Four Bedroom Applicants	1
Five Bedroom Applicants	
Six or more Bedroom Applicants	
Income Distribution of Applicants:	
Applicants between 50% and 80% of Median	
Applicants between 30% and 49.9% of Median	15
Applicants at less than 30% of Median	5
Number of Applicant Families Headed by an Elderly Person	9
Number of Applicant Families with a Person with a Disability	5
Racial/Ethnic Breakdown:	
White (Non-Hispanic)	18
Black (Non-Hispanic)	2
American Indian/Native Alaskan	
Asian or Pacific Islander	
Hispanic	
Other	
Average Length of Time to Receive Housing (in months)	18
If waiting list is closed, date it closed	N/A

ANALYSIS OF THE SECTION 8 WAITING LIST

Total Number of Families on the Waiting List	24
Bedroom Breakdown:	
One Bedroom Applicants	5
Two Bedroom Applicants	12
Three Bedroom Applicants	6
Four Bedroom Applicants	1
Five Bedroom Applicants	
Six or more Bedroom Applicants	
Income Distribution of Applicants:	
Applicants between 50% and 80% of Median	12
Applicants between 30% and 49.9% of Median	6
Applicants at less than 30% of Median	6
Number of Applicant Families Headed by an Elderly Person	3
Number of Applicant Families with a Person with a Disability	3
Racial/Ethnic Breakdown:	
White (Non-Hispanic)	22
Black (Non-Hispanic)	2
American Indian/Native Alaskan	
Asian or Pacific Islander	
Hispanic	
Other	
Average Length of Time to Receive Housing (in months)	6
If waiting list is closed, date it closed	N/A

JURISDICTIONAL NEEDS ASSESSMENT TABLE

Table 1. Needs of Specific Families in the Jurisdiction			
	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	As the economy picks up, more families will have better choices in housing. The PH developments are now the best affordability choice for families in this income group.	Good supply of affordable, quality housing.	As the economy picks up, more families will have better choices in housing. The PH developments are now the best affordability choice for families in this group.
Supply of Housing	Sufficient for the next 2-5 years.	Needs to be increased considerably over next 2-5 years.	Inadequate
Quality of Housing	Existing units are of good quality.	Existing units are of good quality.	Inadequate
Accessibility	Good supply	Good supply	None determined
Size – 3 BR or larger	Very short supply in this affordability range.	Not applicable	African-American population have highest need for this size unit, among extremely low-income families, because of extended families.
Location of Housing	Most affordable units are scattered throughout jurisdiction.	Scattered throughout jurisdiction.	None determined

PUBLIC HOUSING WAITING LIST NEEDS ASSESSMENT TABLE

Table 2. Needs of Specific Families on the Public Housing Waiting List			
	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	We expect a continued demand for this category, given the direction of the local economy.	Good supply of affordable, quality housing.	Good supply.
Supply of Housing	Sufficient for the next 2-5 years.	2 BR units need to be increased considerably over next 2-5 years.	Adequate
Quality of Housing	Existing units are of good quality. Agency currently refurbishing 40 PH units for low income families.	Good quality.	Good quality.
Accessibility	Good supply.	Good quality.	Good supply.
Size – 3 BR or larger	Good supply of PH available.	N/A	African-American population have highest need for this size unit, among extremely low-income families, because of extended families.
Location of Housing	Most affordable units are centrally located. Agency operates 2 PH developments for low income families.	Scattered throughout jurisdiction.	None determined.

SECTION 8 WAITING LIST NEEDS ASSESSMENT TABLE

Table 3. Needs of Specific Families on the Section 8 Waiting List			
	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	We are concerned with rent increases , especially with the 2 BR fair market payment standard.	There is a good supply of available and affordable quality housing .	None determined
Supply of Housing	3 BR are in short supply for families.	Sufficient for the next 5 years.	3 BR are in short supply for families.
Quality of Housing	The existing units are of good quality	The existing units are of good quality.	None determined.
Accessibility	Adequate 2-5 years.	Adequate 2-5 years.	None determined.
Size – 3 BR or larger	N/A	N/A	N/A
Location of Housing	Units are scattered throughout Jurisdiction. Near schools, stores, employment and transportation.	Units are scattered throughout Jurisdiction. Near schools, stores, employment and transportation.	Units are scattered throughout Jurisdiction. Near schools, stores, employment and transportation.

OPERATION AND MANAGEMENT

The Morgan County Housing Authority has the following Policies that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Blood Born Disease Policy
- Capitalization Policy
- Community Space Policy
- Check Signing Policy
- Criminal Records Management Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Hazardous Materials Policy
- Investment Policy
- Maintenance Policy
- Natural Disaster Policy
- Personnel Policy
- Procurement Policy

The required pest control policy is contained in our Maintenance Policy.

Copies of these policies can be located at the Morgan County Housing Authority office located at 301 West Beecher, Jacksonville, Illinois during regular business hours.

The Morgan County Housing Authority operates the following programs:

PROGRAM	BRIEF DESCRIPTION
Public Housing	443 units of public housing.
Section 8	154 certificates and vouchers.
CGP	Renovating Vas Homes-removing aluminum wiring
Bread of Love	With local Council on Aging, providing meals to elderly.
“500 Club”	With local Council on Aging – congregate laundry services.
Basic Building Maintenance Program	With local Community College – FSS – “On the Job Training”.
Parent House	With School District #117, MCHD, Wells Center – FSS- Parenting Classes, Lending Library, Substance Abuse Resistance, Wellness classes.
YMCA Out Reach	With the YMCA after school and summer recreation.
Camp Hope	With 4-H, Wells Center, DARE and YMCA a residential camp providing substance abuse and gang resistance classes

PROGRAM	BRIEF DESCRIPTION

The Morgan County Housing Authority has 443 public housing units in the following locations:

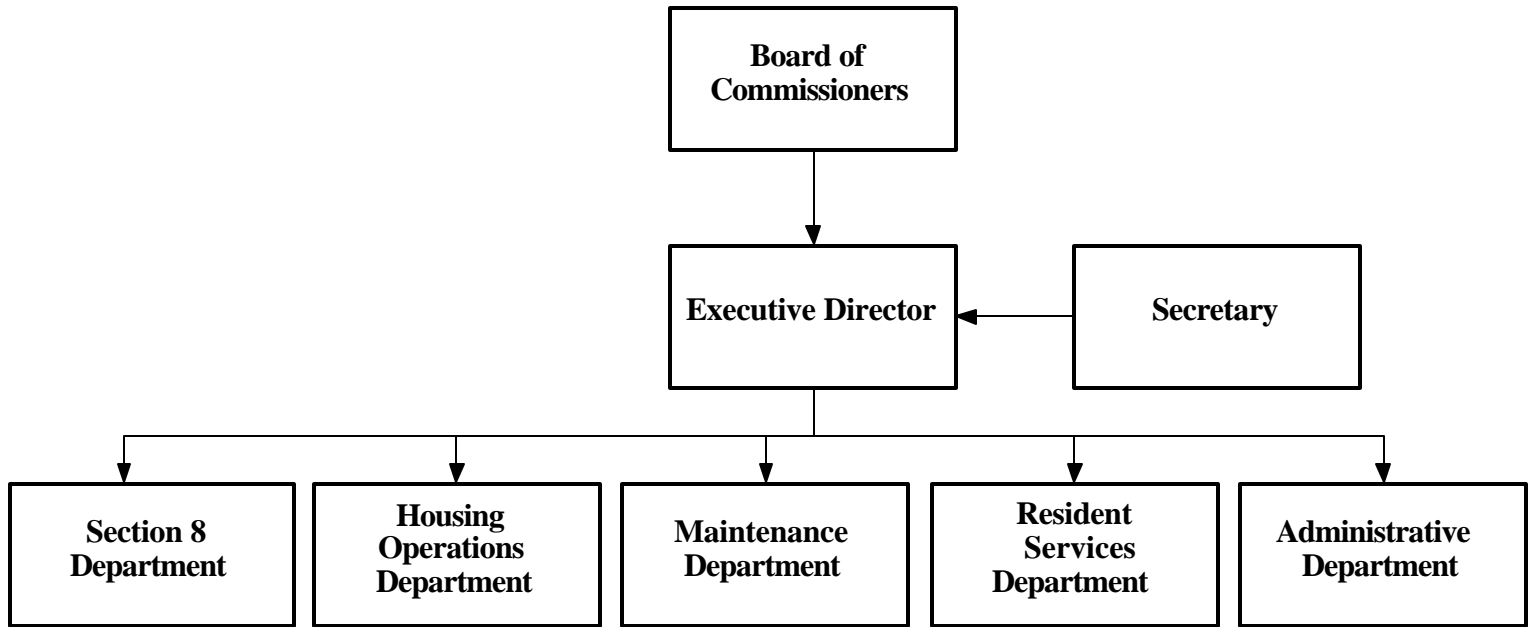
DEVELOPMENT NAME	NUMBER OF UNITS	AVERAGE ANNUAL TURNOVER
Beecher High Rise	148	8
Beecher Cottages	48	1
Turner High Rise	102	5
Vas Homes	40	5
Walnut Terrace	64	9
Scattered MIDD Sites	41	1

The Morgan County Housing Authority operates a tenant-based program. It operates both Section 8 Certificate and Section 8 Voucher Programs. In total we are able to assist 154 families. On average, 13 certificates or vouchers are surrendered each year and new families are assisted under these programs.

We will be adding a Resident Commissioner on our Board of Commissioners. The Morgan County Board of Commissioners will appoint the Resident Commissioner.

Finally, attached is an organizational chart of the Morgan County Housing Authority.

**XYZ HOUSING AUTHORITY
ORGANIZATION CHART**



CONVERSION OF PUBLIC HOUSING

The Morgan County Housing Authority is not required by the terms of the 1996 HUD Appropriations Act to convert any of our buildings or developments to tenant-based assistance. Also, at this time, we do not intend to voluntarily convert any of our buildings or developments to tenant-based assistance.

We intend to seek HUD approval to convert 8 empty apartments in one of our more troubled developments into a Parent House, classrooms, a day care center and a Lending Library for School District #117.

This development has a vacancy rate of 47%. We hope to establish a “Campus of Learning” with the help of the School District’s Pre-Kg Early Years Program. The services provided by the School District will directly and indirectly benefit the families in this development.

We hope the School District’s presence will bring some stability to both the families of this development and enhance the marketability of this project.

We also intend to request HUD approval to convert 20 apartments at the Beecher High Rise into 10-2 bedroom apartments.

We have a number of vacancies at Beecher and our only waiting list is for 8 elderly 2 bedroom units. We believe the 2 bedroom apartments will be in great demand and easy to lease.

DEMOLITION AND/OR DISPOSITION

The Morgan County Housing Authority has no plans to demolish or dispose of any of our public housing property in the next year.

DESIGNATED HOUSING

The Morgan County Housing Authority has a Designated Housing Plan for the Beecher High Rise and Beecher Cottages. HUD approved it on July 30, 1997. This action was consistent with our needs assessment and Consolidated Plan. A copy of the Plan is in the Main Office of the Morgan County Housing Authority.

HOMEOWNERSHIP

The Morgan County Housing Authority does not currently operate a Homeownership Program and does not intend to begin one in the next year.

RENT DETERMINATION RESPONSE

The MORGAN COUNTY HOUSING AUTHORITY operates both Public Housing and Section 8 Programs. We have decided to set the following rent policies for the Public Housing Program.

1. We are retaining the calculation of rent payment at greater of 30% of adjusted monthly income, 10% of monthly income, or shelter rent.
2. We are not adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under-funding public housing operations.
3. We have retained our existing ceiling rent policy and amounts.
4. We are phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will fully phase in for the third year. Due to lack of demand, we are not establishing individual savings accounts for these qualified residents.
5. We have established a minimum rent of \$50.00.

We have determined that the following flat rents will apply in our public housing developments.

<u>DEVELOPMENT</u>	<u>FLAT RENT</u>
Walnut Terrace	
Two Bedrooms	263.00 263.00
Three Bedrooms	325.00
Four Bedrooms	363.00
Five Bedrooms	415.00
Vas Homes	
Two Bedrooms	263.00
Three Bedrooms	325.00
Four Bedrooms	363.00
Five Bedrooms	415.00
Senior Homes	
One Bedroom	226.00
Two Bedrooms	263.00
Scattered Sites	
One Bedroom	226.00

We have decided to set the following rent policies for the Section 8 Program.

1. We are retaining the calculation of the participant's contribution at greatest of 30% of adjusted income, 10% of monthly income, or shelter rent.
2. We are not adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under-funding housing opportunities.
3. We have determined to use the published FMRs as our payment standard. We anticipate re-examining this issue for next year's Agency Plan when the future course of the program is clearer.

4. We have established a minimum rent of \$50.00

4-2

PUBLIC HOUSING GRIEVANCE PROCEDURE

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Morgan County Housing Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents not involving the Morgan County Housing Authority or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Morgan County Housing Authority or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Right of the resident to be represented by counsel;
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 - 4. A decision on the merits.

- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
 - 1. Who resides in the unit and who executed the lease with the Morgan County Housing Authority as lessee of the premises, or, if no such person now resides in the premises,
 - 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Morgan County Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Morgan County Housing Authority office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

4.1 REQUEST FOR HEARING

The resident shall submit a written request for a hearing to the Authority or the development office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

4.2 *SELECTION OF A HEARING OFFICER*

A grievance hearing shall be conducted by an impartial person appointed by the Morgan County Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The Morgan County Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Morgan County Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

4.3 *FAILURE TO REQUEST A HEARING*

If the resident does not request a hearing in accordance with this section, then the Morgan County Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Morgan County Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

4.4 *HEARING PREREQUISITE*

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

4.5 *ESCROW DEPOSIT*

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Morgan County Housing Authority claims is due, the resident shall pay to the Morgan County Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Morgan County Housing Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Morgan County Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of

any right the resident may have to contest the Morgan County Housing Authority's disposition of his grievance in any appropriate judicial proceeding.

4.6 SCHEDULING OF HEARINGS

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Morgan County Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Morgan County Housing Authority does not make the document available for examination upon request by the resident, the Morgan County Housing Authority may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Morgan County Housing Authority or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Morgan County Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Morgan County Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The participant family may request that the Morgan County Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Morgan County Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Morgan County Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Morgan County Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Morgan County Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Morgan County Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Morgan County Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

COMMUNITY SERVICE AND SELF-SUFFICIENCY

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a description of our Community Service and Self-Sufficiency Programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, let us describe our current resident programming. We are engaged in the following resident programs:

- **Basic Building Maintenance Program**
- **School District #117 Parent House**
- **YMCA Out Reach Program**
- **Camp Hope**

Second, we will be in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We took care of the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

- "2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income."

Finally, per the instructions given in the Interim Rule, we are deferring decisions on how we will deal with the new community service requirement until HUD issues a final regulation on this matter.

ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

The policies that govern eligibility, selection, and admission in both the MORGAN COUNTY HOUSING AUTHORITY Public Housing Program and Section 8 Program are found in our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant sections are as follows:

Public Housing

8.2 *ELIGIBILITY CRITERIA*

A. Family status.

1. **A family with or without children** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. **An elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. **A near-elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

- b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
- 4. **A disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
- 5. **A displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- 6. **A remaining member of a tenant family.**
- 7. **A single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

- 1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
- 2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
- 3. Income limits apply only at admission and are not applicable for continued occupancy.

4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the MORGAN COUNTY HOUSING AUTHORITY.
5. If the MORGAN COUNTY HOUSING AUTHORITY acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
6. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance.

- a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
- b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of

age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:

- a. A provision authorizing HUD or the MORGAN COUNTY HOUSING AUTHORITY to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
- b. A provision authorizing HUD or the MORGAN COUNTY HOUSING AUTHORITY to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed

Section 8

3.2 *ELIGIBILITY CRITERIA*

A. Family status.

- 1. A **family with or without children** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.

- b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.

2. An **elderly family**, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides

3. A **near-elderly family**, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
- b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or
- c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

4. A **disabled family**, which is:

- a. A family whose head, spouse, or sole member is a person with disabilities;
- b. Two or more persons with disabilities living together; or
- c. One or more persons with disabilities living with one or more live-in aides.

5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A **remaining member of a tenant family**.

7. A **single person** who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a low-income family that is:
 - a. A very low-income family;
 - b. A low-income family continuously assisted under the 1937 Housing Act for at least 12 months;
 - c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family that is a nonpurchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing.
 - f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project.
2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.
3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.

4. Families who are moving into the MORGAN COUNTY HOUSING AUTHORITY's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority, must meet the income limit for the area where they were initially assisted under the program.
5. Families who are moving into the MORGAN COUNTY HOUSING AUTHORITY's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the MORGAN COUNTY HOUSING AUTHORITY program.
6. Income limit restrictions do not apply to families transferring units within the MORGAN COUNTY HOUSING AUTHORITY Section 8 Program.

C. Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance.

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.5(K) for calculating rents under the noncitizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security Number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more

consent forms.

2. The consent form must contain, at a minimum, the following:

- a. A provision authorizing HUD and the MORGAN COUNTY HOUSING AUTHORITY to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
- b. A provision authorizing HUD or the MORGAN COUNTY HOUSING AUTHORITY to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

F. Suitability for tenancy. The MORGAN COUNTY HOUSING AUTHORITY determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The MORGAN COUNTY HOUSING AUTHORITY will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area. The MORGAN COUNTY HOUSING AUTHORITY may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The MORGAN COUNTY HOUSING AUTHORITY will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the request of a prospective owner, the MORGAN COUNTY HOUSING AUTHORITY will provide any factual information or third party written information they have relevant to a voucher

holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

(Cut and Paste the relevant section here)

~~-ANNUAL AUDIT~~

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), our annual audit is not being submitted with this document because HUD has already received a copy of the audit. If anyone wants to view the annual audit of the Morgan County Housing Authority, they can do so by coming to our office during normal working hours and requesting to see it.

CIVIL RIGHTS CERTIFICATION

The Morgan County Housing Authority does hereby agree and certify that it will carry out this Agency Plan (both our Five-Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

Executive Director

Date

RESIDENT COMMISSIONER

Although we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule, we want to take this opportunity to notify you that we now have a Resident Commissioner appointed to our Housing Authority Board.

SAFETY AND CRIME PREVENTION

The Morgan County Housing Authority has not received PHDEP Technical Assistance or a PHDEP grant. The Capital Fund is our only other source of HUD funding. The Morgan County Housing Authority has security and crime problems but we do not intend to apply for PHDEP Technical Assistance and/or PHDEP funding.

1.0 OVERVIEW/BACKGROUND

In accordance with the Quality Housing and Work Responsibilities Act of 1998 the Morgan County Housing Authority has a Safety and Crime Prevention Plan which incorporates the following requirements:

- A. Safety Measures are on a **development-by-development** basis to ensure the safety of the residents living in public housing owned and operated by the Morgan County Housing Authority.
- B. The Morgan County Housing Authority Safety and Crime Prevention Plan has been established in consultation with the Jacksonville Police Department. Attached as a part of this Plan is a statement by the Jacksonville Police Department indicating that they have participated in the development of this Plan and stating that they concur in the objectives of this Plan and further stating that they will participate with the Morgan County Housing Authority in implementing the various elements of the Plan.
- C. The Morgan County Housing Authority Safety and Crime Prevention Plan describes measures to ensure the safety of public housing residents and for crime prevention measures. This Plan describes activities in effect, planned, or contemplated by the Morgan County Housing Authority. This Plan describes the coordination planned (or) undertaken between the Morgan County Housing Authority and the Jacksonville Police Department for carrying out the objectives of this Plan.

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The Morgan County Housing Authority is located in JACKSONVILLE, a small rural community of about 20,000 people located in the central section of the State.

The Morgan County Housing Authority owns and operates four developments totaling 443 units. The developments are scattered throughout the City of JACKSONVILLE.

<u>Name of Development</u>	<u>Project Number</u>	<u>OBR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>	<u>TOTAL</u>
<u>Walnut Terrace</u>	<u>IL79-1</u>		<u>0</u>	<u>18</u>	<u>26</u>	<u>16</u>	<u>4</u>	<u>64</u>
<u>Vas Homes</u>	<u>IL79-2</u>			<u>12</u>	<u>14</u>	<u>12</u>	<u>2</u>	<u>40</u>
<u>Beecher High Rise</u>	<u>IL79-2</u>		<u>148</u>					<u>148</u>
<u>Beecher Cottages</u>	<u>IL79-2</u>		<u>40</u>	<u>8</u>				<u>48</u>
<u>Turner High Rise</u>	<u>IL79-3</u>		<u>101</u>	<u>1</u>				<u>102</u>
<u>MIDD Scattered Sites</u>	<u>IL79-4</u>		<u>41</u>					<u>41</u>
<u>TOTAL</u>								<u>443</u>

2.0 SAFETY AND CRIME PREVENTION NEEDS OF OUR DEVELOPMENTS

The Morgan County Housing Authority has a high concentration of drug-related criminal activity located in the neighborhoods surrounding our public housing developments. This area is known as Beat Three to the Jacksonville Police Department. Both of our low-income family public housing developments are affected by drug dealing by outside elements in Beat Three. Individuals trafficking in drugs use our developments as substance distribution points. Outsiders come to the developments to both sell and purchase drugs.

The Morgan County Housing Authority has a contract with the Jacksonville Police Department for assistance with security and crime problems on and around Housing Authority developments.

The Morgan County Housing Authority is able to explain both the nature and extent of the local drug and criminal activities. However, we have limited staff resources. As a result, the Housing Authority entered into a contract with the Jacksonville Police Department to develop and implement an action plan to address these problems.

The Jacksonville Police Department support is limited because of a shortage of funds and manpower. Additional "Call Back" for services are needed to address the problems noted above.

The Morgan County Housing Authority does have quantifiable drug/crime data available from the Jacksonville Police Department, the Drug Task Force and the Illinois State Police Gang Support Unit.

The Morgan County Housing Authority also maintains some basic information regarding incidents of security and crime problems on and around its developments.

The Illinois State Police Gang Support Unit calls Jacksonville a “hot bed” of gang growth and activity. Currently no particular area is dominated by a specific gang but certain locations are known for gang activity, (i.e.) the Vas Homes and Walnut Terrace. The top street gangs in Jacksonville are:

- Gangster Disciples
- Black Gangsters
- Black Gangster Disciples
- Vice Lords
- Latin Kings

The Jacksonville Police report that criminal activity and violence perpetrated by street gang members is a very serious problem. There have been numerous inter and intra-gang violent conflicts. Additionally, local street gangs are involved in a diverse variety of criminal activities. Springfield and Chicago seem to be the main outside sources of gang influence as well as a major source of weapons and crack cocaine for Jacksonville.

The problems with security and crime are present in our developments as well as the surrounding neighborhoods. This negative environment is not only dangerous to the well being of residents but is affecting the overall management of our Housing Authority. Unit vacancies are high because potential occupants find the crime ridden living environment unsatisfactory.

3.0 GOALS AND OBJECTIVES

We have the following goals and objectives:

- A. Reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.
- B. Establish working relationships with local service providers.

4.0 CURRENT CRIME AND SAFETY ACTIVITIES

The Morgan County Housing Authority is engaged in the following anti-crime activities:

- A. We have adopted and implemented a "one strike" policy.
- B. We have implemented and are enforcing strict lease enforcement policies and procedures.
- C. We are conducting strict applicant screening.
- D. Utilize C.G.P. funds for additional police “Call Back “ services targeting drug and violent criminal activities in Beat Three.

In addition, the Morgan County Housing Authority intends to accomplish the following tasks in the next year:

- A. Establish closer relationships with local law enforcement.
- B. Utilize the C.G.P. funding to refine and implement a more definitive security and crime prevention plan.

April 10, 2000

Mr. Fred J. Clinton, Executive Director
Morgan County Housing Authority
301 West Beecher
JACKSONVILLE, IL. 62650

Dear Mr. Clinton:

Thank you very much for giving the Jacksonville Police Department the opportunity to work with you on your Safety and Crime Prevention Plan. Hopefully our collaborative effort will enhance the public safety of your residents. We fully support your efforts under this Plan and will do everything we can to assist you in accomplish its goals. This includes assisting the agency in its data collection and program monitoring efforts. Our memorandum of agreement details all of these activities.

Sincerely yours,

Captain Steve Poole
Jacksonville Police Department

STATEMENT OF FINANCIAL RESOURCES		
1	Income/Receipts for Public Housing	
2	Rental Income	375,370.00
3	Investment Income	7,600.00
4	Entrepreneurial Activities	N/A
5	Donations	N/A
6	Leveraged Funds	N/A
7	Operating Fund Receipts	357,568.00
8	Current Capital Fund Receipts	391,187.00
9	Prior Year Capital Fund Receipts	734,280.00
10	Current Drug Elimination Program Receipts	N/A
11	Prior Year Drug Elimination Receipts	N/A
12	Other Grant Receipts	N/A
13	Other : _____	
14	Other : _____	
15	Other : _____	
16	Other : _____	
17	Total Public Housing Income	1,866,005.00
18		
19	Expenditures for Public Housing	
20	Capital Fund Expenditures	1,125,467.00
21	New Development Expenditures	N/A
22	Anti-Crime and Security Expenditures	N/A
23	Resident Services Expenditures	44,290.00
24	Program Administration Expenditures	696,248.00
25	Contributions to Reserve Account	0
26	Total Public Housing Expenditures	1,866,005.00
27		
28	Income/Receipts for Tenant-Based Assistance	
29	Annual HAP Contribution	503,014.00
30	Administrative Reserve Interest Income	0
31	Total Tenant-Based Income	503,014.00
32		
33	Expenditures for Tenant-Based Assistance	
34	HAP Payment to Owners	438,716.00
35	Program Administration Expenditures	64,298.00
36	Contributions to Administrative Reserve	0
37	Total Tenant-Based Expenditures	503,014.00

38		
39	Public Housing Reserves	146,705.00
40	Tenant-Based Administrative Reserves	0

PET POLICY

PET PERMIT APPLICATION

Tenant's Name_____

Address_____

Phone_____

Date of Request:_____

Type of Pet:_____

Name of Pet:_____

Male_____Female _____Age_____Weight_____

Breed of Pet (if applicable):_____

Color, Distinguishing Markings_____

Documentation Provided:

County and Date License Issued:_____

Proof of Neutering:_____

Date of Innoculations: Rabies_____Distemper_____

Boosters_____

Deposit Agreement Terms: 1 Month's Gross Rent \$_____

Balance \$_____ Monthly Payments \$_____

Monthly Payments Due_____ Consecutive Months_____

Signature of Tenant

Date

Staff Member Signature

Date

MORGAN COUNTY HOUSING AUTHORITY

PET POLICY

A. GENERAL STATEMENT. This policy pertains to all Public Housing units that have been designated for the elderly or handicapped. No family living in these units, as a condition of occupancy, be prohibited from keeping common household pets in their units. In addition, no family can be denied admission to units designated for the elderly or handicapped because they own such pets. Animals that assist persons with a disability are excluded from this policy.

B.

C. COMMON HOUSEHOLD PETS Include domesticated animals such as dogs, cats, birds or Fish, that are traditionally kept in the home for pleasure rather than for commercial purposes. Reptiles, birds, of prey and rodents are not to be considered common household pets.

C. C. PET RULES

1. Dogs and cats shall be required to be inoculated for rabies, distemper and parvo virus.

2. SANITARY STANDARDS

a. Each pet owner shall be responsible for the proper disposal or pet wastes in a safe and sanitary manner,

b. Pet waste shall be picked up and disposed of by placing in a plastic bag, sealing and depositing in a proper garbage receptacle;

c. Cat litter shall be changed at least weekly and shall be disposed of as above.

2. PET RESTRAINT

a. All dogs and cats must be kept under control at any time they are outside the Dwelling Unit, either by leash or carried.

b. No pets are to be allowed at any time in any community areas where food is prepared or served.

c. Pets will only be allowed to be in the interior common areas for ingress or egress to and from the building.

- d. Birds shall be confined to a cage. A bird may be removed from its cage while inside the Dwelling Unit for the purpose of handling, but shall be generally unrestrained.

4. REGISTRATION

All dogs and cats must be registered with the Authority before they are brought on to the premises. The registration shall include:

- a. A complete description of the pet, including breed, age, color, height and weight;
- b. A certification of a licensed veterinarian stating that the pet has received all inoculations, has been neutered or spayed if over the age of ten months and is free from communicable diseases and external parasites. i.e. fleas, ticks, etc.
- c. A written notification from a responsible person who will care for the pet if the pet owner is, for any reason, no longer able to care for the pet. The name, address and phone number of the person shall be included.
- d. A signed statement from the pet owner that he or she has read the Pet Policy and agrees to comply with the rules.

5. LIMITATIONS

- a. No more than one dog or cat shall be permitted in a household of a resident living in a building designated for the elderly. No dogs or cats are permitted in any housing not designated for the elderly.
- b. A dog's anticipated full grown height and weight shall not exceed 15 inches and 25 pounds respectively.

6. SECURITY DEPOSIT

- a. All owners of dogs or cats are required to pay a separate, refundable pet security deposit. The amount of the deposit shall be \$200.00 established by the Authority and shall not exceed the maximum amount allowable under the federal regulations.

- b. The pet security deposit shall be used to pay reasonable expenses directly attributed to the presence of the pet in the project building included, but not limited to, the cost of repairs to and fumigation of the Dwelling Unit.
 - c. The Authority shall refund the unused portion of the pet security deposit as prescribed by State law when the tenant vacates, or within a reasonable time if the tenant no longer owns or keeps the pet in the unit.
7. All pets shall be currently licensed in accordance with Local laws and regulations.

8. STRAYS AND VISITORS

- a. The care or feeding of animals not registered with the Housing Authority shall be considered keeping a pet without permission, and a violation of this Policy.
 - b. The keeping of pets on a temporary basis for others is not permitted. Pets belonging to visitors of tenants are not permitted in the buildings.
- C.
- D. D. NUISANCE OR THREAT TO HEALTH OR SAFETY. Nothing in this policy shall
- E. prohibit the Authority from requiring the removal of any pet from a project if the pet's
- F. conduct or conditions is perceived to be a nuisance or threat to the health or safety of other
- G. residents or other persons in the community. Nuisance behavior shall include, but not be
- H. limited to, noise, unpleasant odors or other objectionable behavior.

E. DENIAL OF APPROVAL. The Authority reserves the right to refuse to register a pet if:

- 1. The pet is not a common household pet;
- 2. The keeping of the pet would violate any applicable house pet rule;
- 3. The pet owner fails to provide information as required under this policy; or
- 4. The Authority reasonably determines, based upon the pet owner's past habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations.

F. PET RULES VIOLATION PROCEDURES. Violation of these pet rules shall be considered violations of the Lease Agreement and shall be handled accordingly. This includes the tenant's right to a hearing under the Authority's Grievance Procedure.

Tenant Signature

Date

Housing Authority Representative

Date

RESIDENT COMMENTS

The Morgan County Housing Authority had to appoint representatives from each of our developments to a Resident Advisory Board. The members of this Board adequately reflect the residents assisted by our agency.

The Morgan County Housing Authority has engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan we engaged in the following process:

- We drafted our Agency Plan
- We published a notice in the local paper stating the Plan was available for review.
- We held a Public Hearing on March 9, 2000.
- We submitted the Plan to the Housing Authority Board of Commissioners for their review.

Attached are copies of the advertisement we ran and sign-in sheets from the public hearing.

As a result of this effort, we received no comments. Those members who were present at the public hearing were supportive of our efforts.